

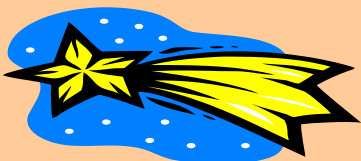
CIVIL RIGHTS ON DECK



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Award Your Stars!



Do you have star performers (military or civilian) in your unit that have made significant contributions to Civil Rights and Equal Opportunity? Show your appreciation by nominating them for a Civil Rights Award! Upcoming opportunities:

- **League of United Latin American Citizens (LULAC) Excellence in Service Award:** Due 7 April
- **Society of American Indian Government Employees (SAIGE) Meritorious Service Award:** Due 14 April
- **National Association for the Advancement of Colored People (NAACP) Roy Wilkins Renown Service Award:** Due 18 April

Details at <http://www.uscg.mil/civilrights/OutreachPrograms/CivilRightsAwards.asp>.
Submitted by Ms. Gwen White

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Complaints by Number: Understanding the EEO/EO Process

If an individual/group believes that he/she/they were subjected to unlawful discrimination, they can initiate an Equal Employment Opportunity/Equal Opportunity (EEO/EO) pre-complaint. They must contact an EEO/EO counselor within **45 days** of the alleged event. Military members must first attempt resolution directly with their command, which has **15 days** to attempt resolution. If these attempts are unsuccessful, the aggrieved may proceed to the pre-complaint process.

During the pre-complaint process, the EEO/EO counselor has **30 days** to attempt resolution with the command. If a resolution is not reached, the EEO/EO counselor will issue the aggrieved a notice of their right to file a formal complaint, which they must do within **15 calendar days**.

At the formal stage, CG has **180 days** to investigate the complaint and issue the Report of Investigation (ROI) to the aggrieved. In civilian complaints, if the investigation is not completed within **180 days**, the Civil Rights Directorate will notify the aggrieved, provide an expected date for completion, and advise the aggrieved of their right to request a hearing by the Equal Employment Opportunity Commission or to pursue their matter in District Court. After receiving the ROI, civilians have **30 days** to elect a hearing, request a Final Agency Decision (FAD), or withdraw the complaint. Military members can select a FAD or choose to withdraw. Appeal rights are available for both civilian and military members; and alternative dispute resolution (mediation) is available throughout the complaint process. For more information, see [COMDINST M5350.4c](#) or contact your local [Civil Rights Service Provider](#). Submitted by Ms. Erika Selmon

CG Celebrates Women's History Month with Inspirational Panel



Pictured: Women's History Month panelists pose with students from Ballou High School. **Panelists:** Ms. Ashley Lewis, Head of Contracting Activity, USCG; Ms. Carol DiBattiste, Executive Vice President, Education Management; Ms. Julie Wood, President, Guidepost Solutions LLC; Ms. Sharon Wong, Deputy Director for Coordination & Policy, OPM (6th from left); Ms. Wanda Killingsworth, Executive Vice President, Federally Employed Women (4th from right), and COL Ellen Haring, U.S. Army and Senior Fellow, Women in International Security (far right).

Negotiation vs. Mediation: Which Will Work for You?



At times, managers encounter employee concerns that may be appropriately resolved through compromise outside of the structured processes of a grievance procedure or civil rights complaint. If the manager and employee can communicate easily with one another without assistance, this discussion is referred to as a negotiation. If the manager and employee have tense interactions and would be more comfortable working out their differences with the assistance of an impartial third person, this is called mediation. In mediation, an Alternative Dispute Resolution (ADR) process, a neutral third person helps the parties communicate and fully resolve the dispute.

Whether negotiating or using the ADR process, three things are essential before discussions start. First, the manager must have delegated authority to bind CG to any promises made. Second, the manager must consult with Human Resources before making an offer that involves a personnel action (i.e. temporary assignment, transfer, reassignment, or promotion). Third, it is advisable for managers to consult with Legal concerning personnel situations, especially if the manager is unclear about delegated authority. Submitted by Ms. Kimberly Day-Lewis

Diversity Summit Educates and Excites

Celebrating diversity is an essential part of breaking down barriers of discrimination. By hosting their first Diversity Summit, Marine Safety Unit (MSU) Morgan City, led by LT Derrick Saunders, celebrated through singing, dancing, food sampling, and talking. The Summit featured various



educational exhibits such as those centered around African-American, Asian-Pacific Islander, and women's history, and encouraged CG members to read and discuss the different experiences, challenges, and accomplishments of these and other cultural groups. Dr. Valerie Francis, Assistant Professor of Music, Nicholls State University, gave an amazing performance singing historically relevant Spirituals. Ms. Vickie Franco (pictured far left), member of the Apache Hopi tribes from Arizona/ New Mexico, along with other Louisiana tribes and members of the audience participated in a Native American Round (friendship) dance. MST2 Rebecca Fuller gave an informative presentation entitled "Breaking the Ice" that addressed communicating with lesbian, gay, bisexual, and transgender workforce members. Dr. Jules Boquet, founder of Messiah Montessori School, concluded the event with a speech highlighting the importance of accepting individual differences within oneself and each other. Submitted by YNC Ida I. Quiñones

Benefits of a Command Visit

Following his request for a Civil Rights Command Visit, RADM Daniel Abel (below right), First CG District Commander, welcomed Mr. Bill Cashman (below left), Zone 1 Equal Employment Opportunity (EEO) Manager, and Mr. Paul Ziegengast (not pictured), Zone 2 Equal Employment Opportunity Manager to D1 to discuss civil rights. During the visit, they talked about active EEO cases, anti-harassment investigations, Special Emphasis Programs, and disability access in D1 buildings. Interested in a Civil Rights Command Visit to your area or have questions? Contact your local [Civil Rights Service Provider](#) today! Submitted by Mr. Bill Cashman



Translation is Crucial!

Members of the Civil Rights Directorate visited Base Portsmouth for the first of many planned collaborative meetings with CG assets that contribute to meeting Limited English Proficiency (LEP) requirements (Title VI, Civil Rights Act of 1964). CG policy dictates that quality language assistance services be provided in a timely manner for LEP individuals engaged in operations, services, activities, and programs within the United States and its territories, including surrounding waters within three nautical miles.



The Base Portsmouth meeting revealed just how critical the CG Auxiliary Interpreter Corps (AIC) is to this mission. The AIC interprets 48 languages in addition to English and employs 452 interpreters, most of whom are multi-lingual. In 2013, AIC conducted 2,000 hours of interpreter services for a total of 60,000 hours since its establishment in 1997. Routine interpreter activities include support for cutter deployments, Africa Partnership Station deployments (Navy and CG ships), foreign VIP tours, national and foreign Border Guard events, foreign conferences, and marine safety guidelines translations. **Pictured:** LCDR Dan Gray and CDR Matthew Lavin, LANTAREA 532, International Planning; Auxiliarist Dalene Bailey, Deputy Director, AIC; Ms. Dayra Harbison, CRD; Ms. Gwen King, CRD; and Auxiliarist Brian McArdle, Director, Auxiliary International Affairs. **Not pictured:** CAPT Christopher Keene, Deputy Commander, Sector Hampton Roads and LT Caroline Bell, Assistant Command Center Chief. Submitted by Ms. Gwen King

New Orleans Career Fair? "Let's Do It Again!"

Local CG representatives provided information and answered questions about CG recruitment initiatives, employment programs, and civilian job opportunities at the annual career fair hosted by Xavier University of Louisiana in New Orleans, LA. This annual event serves as a forum for connecting employers with university students and graduates who are seeking career opportunities. CG members, CDR Will Watson (CO Marine Safety Unit, Lake Charles, LA), FS1 Kevin Frazier (Recruiting Office New Orleans, LA), and Mr. Vesone Dean, represented and shared information on three career tracks available at CG: officer, enlisted, and civilian. The interest expressed in obtaining employment with CG and the sheer number of booth visitors throughout the day left all three reps with the same sentiment, "Let's do it again." Submitted by Mr. Vesone Dean

